

Functional Service Area (Channel)	Core Process	Activity	Task/Description
CFO			
	Office of the Director	Advise COO, MC, and Dept on SFA financial management issues, programs, and activities	Provide Operating Guidance
		Direct SFA financial management programs	Advise COO and ED Leaders/Staff
		Represent SFA for financial management programs and activities	Plan and monitor SFA financial operations
			Responds to Special Requests and routine updates from ED
			Responds to Special Requests from ED
			Responds to GAO, OMB, Congress, etc.
		Lead and/or participate in SFA Wide Modernization activities	Lead and/or participate in SFA Wide Modernization activities
		Provide guidance on accounting and financial reporting operations	Advise on daily accounting operations
			Advise on financial reporting
			Act as Liaison on annual financial audit
		Coordinate CFO office operations	Operate CFO travel process (authorizations, vouchers, approval, transmission)
			Coordination for New CFO Employees (LAN, email, phones, computers, etc.)
			Maintain executive calendars,
			Maintain CFO records and correspondence
			Provide CFO outreach
			Project Support and crises
		Perform CFO human resource operations	Time and Attendance, Awards, Hiring, etc.
			Counsel and evaluate personnel
		Formulate and track CFO budget	CFO Budget Formulation , tracking, reconciliation, etc.
		Operate CFO training program	CFO Training ([projection, registration, payment approval for CFO)
			Develop and monitor IDP process
		Purchase supplies and equipment	Purchasing (order, payment and EDCAPS data entry for credit card
		Evaluate operational performance (future)	Purchase orders
CFO	Accounting	Perform General Management and Administrative Functions	General and Administrative functions
			Provide support for CFO, SFA and Dept of ED
		Process Accounting Information	Budgetary and Proprietary Accounting
			Maintain General Ledger
			Bank Reconciliation's
			Accounts Payable (future)
			Accounts Receivable (future)
			Process travel information
		Perform Financial Reconciliation and Analysis	Proprietary Accounting Analysis and Reconciliation
			Interest Calculation
			System Balancing Variances
		Develop Accounting Reports	Treasury reports (re. collections and disbursements)
			SF 224
		Develop and Implement Financial Systems	
		Develop and Maintain Accounting Policies and Procedures	Desk Procedures
			Policy Issues
		Provide Internal Control and Quality Assurance for Financial Information	Oversight functions
CFO	Budgeting	Formulate Budget	Prepare budget Request
			Prepare budget justification
			Develop budget call
		Execute Budget	Allocate funds
			Manage contract fund commitments
			Provide budget execution reports and analysis
CFO	Financial Reporting	Prepare SFA Consolidated Financial Statements	Prepare FFELP, CB, and DL Financial Statements
			Assist OCFO to Prepare ED Fin Statements
			Calculate Interest On DL annually
		Prepare internal and external financial reports	Prepare Treasury Reports
			Enhance Mthly & Quarterly Report
		Analyze fund status and financial transactions	Prepare Quarterly Revenue and Expense Analysis
			Assist in the Development of Yr. End Subsidy Estimate
			Ad Hoc Queries of NSLDS/Ensure NSLDS Data Quality
		Perform Cost Management/Financial Modeling	Cost Modeling/ ABC
			Cost Analysis, ABM & Cost Performance Measurement
		Provide Project and Management Support	Participate in Gov't Wide Task Forces
			Coordinate External Audit
			Support FMS Development
			COTR Responsibilities
			Other duties as assigned

Functional Service Area (Channel)	Core Process	Activity	Task/Description
CFO			
CFO	Financial Management System	Design, develop and implement functionality to support Pell, LEAPP/SLEAP, FFEL Lender, Debt Collection Services, Campus-Based and Direct Loans (Origination, Consolidation and Servicing)	Design, develop and implement functionality to support Pell, LEAPP/SLEAP, FFEL Lender, Debt Collection Services, Campus-Based and Direct Loans (Origination, Consolidation and Servicing)
CFO	Internal Review Division	Track and Monitor Audits	Coordinate Audit-Related Activities
		Perform Review and Analysis	Work to Improve Data Quality
			Conduct Internal Reviews/ Risk Assessments
			Develop Consultation & Internal Review Proposals
		Write and Coordinate Input to recurring ED and SFA Plans and Reports	Sharing Information & Knowledge
			Coordinate input to ED and SFA performance plans
			Coordinate input to ED and SFA reports
		Respond to unique demands external to ED	Project Support & Crises
			Respond to congressional inquiries
			Prepare Special presentations
			Develop Key Issues Papers Library
		Perform Strategic Planning (future)	Develop SFA/CFO 5 yr. Plan
CFO	Portfolio Management	Conduct portfolio reporting	Tracking and forecasting portfolio performance
		Perform Review and Analysis	Examine Existing Loan Portfolio Strategies and Participate in Quality Improvement
		Develop Cost Management Financial Model	Develop subsidy and non-loan program estimate models
		Handles external communications	Interagency Liaison to UST, GAO & OMB regarding Portfolio Management Issues
		Handles internal communication	Maintain CFO Web Site
		Provide support for special projects and crises	OMB Detail Ad hoc
CFO	SFA Administration	Design, Implement and Manage Travel System/Program	Travel Authorization & Voucher Processing
			Enhance Travel Services
		Process financial payment transactions	Payment Processing through 3rd Party Checks
			Process receipts, approve payments and issue checks/pay vendors
			Issue checks to students for cancelled payment
		Locate/assign space and move CFO personnel	Alterations (locate space for employee)
			Moving personnel into available space in building
		Provide Facilities Management	Maintain/ Coordinate Space & Servicing
			Coordinate Space Alterations
			Regional Facilities Management
		Provide Security Management	Monitor and maintain equipment
			Define requirements & work with GSA on guard services
			Coordinate with and Inform clients of security issues
		Develop and Write Policy & Procedures	Implement special security requirements
			Special Projects
			Research Federal requirements and current practices
			Develop & write policy framework
			Incorporate local policies into general framework
			Write & develop administrative policy/procedures/guidelines
		Purchase supplies and equipment	Review activity reports (credit cards)
			Make purchases

Activities Drivers (Activities to Business Processes - Channels)

[illegible]

Activities Drivers (Activities to Business Processes - Channels)

Functional Service Area (Channel)	Core Process	Activity	Drivers By Activities	Financial Partners	Schools	Students	Total %	Contact Person	Calculations		
CFO	Internal Review Division	Track and Monitor Audits	Percentages (% of Channel Support)	25.00%	60.00%	15.00%	100%	Ann Clough			
		Perform Review and Analysis	Percentages (% of Channel Support)	25.00%	60.00%	15.00%	100%	Ann Clough			
		Write and Coordinate Input to recurring ED and SFA Plans and Reports	Percentages (% of Channel Support)	25.00%	60.00%	15.00%	100%	Ann Clough			
		Respond to unique demands external to ED	Percentages (% of Channel Support)	25.00%	60.00%	15.00%	100%	Ann Clough			
		Perform Strategic Planning (future)	Percentages (% of Channel Support)	25.00%	60.00%	15.00%	100%	Ann Clough			
CFO	Portfolio Management	Conduct portfolio reporting	Percentages (Collections by Program)	30%	5%	65%	100%	Tim Branner			
		Perform Review and Analysis	Percentages (Collections by Program)	30%	5%	65%	100%	Tim Branner			
		Develop Cost Management Financial Model	Percentages (Collections by Program)	30%	5%	65%	100%	Tim Branner			
		Handles external communications	Percentages (Collections by Program)	30%	5%	65%	100%	Tim Branner			
		Handles internal communication	Percentages (Collections by Program)	30%	5%	65%	100%	Tim Branner			
		Provide support for special projects and crises	Percentages (Collections by Program)	30%	5%	65%	100%	Tim Branner			
CFO	SFA Administration	Design, Implement and Manage Travel System/Program	Percentages (% of Channel FTEs)	8.30%	60.26%	31.44%	100%	James Barnard			
		Process financial payment transactions	Percentages (% of Channel FTEs)	8.30%	60.26%	31.44%	100%	James Barnard			
		Locate/assign space and move CFO personnel	Percentages (% of Channel FTEs)	8.30%	60.26%	31.44%	100%	James Barnard			
		Develop and Write Policy & Procedures	Percentages (% of Channel FTEs)	8.30%	60.26%	31.44%	100%	James Barnard			
		Purchase supplies and equipment	Percentages (% of Channel FTEs)	8.30%	60.26%	31.44%	100%	James Barnard			
		Provide Facilities Management (future)	Percentages (% of Channel FTEs)	8.30%	60.26%	31.44%	100%	James Barnard			
		Provide Security Management (future)	Percentages (% of Channel FTEs)	8.30%	60.26%	31.44%	100%	James Barnard			